



PSI EXAMINATION SERVICES
100 West Broadway, Suite 1100
Glendale, CA 91210
www.psiexams.com

Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.

STATE OF ALABAMA GENERAL CONTRACTORS

CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

ALABAMA EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Become eligible to take the examination:

- ☐ Request an application package from the Licensing Board for General Contractors (see page 3).
- ☐ Complete the appropriate application and return to the State.
- ☐ Upon acceptance by the State, PSI will mail you a PSI Candidate Information Bulletin, which contains the examination registration form and instructions for selecting an examination date.

Prepare for your examination:

- ☐ Use the examination content outlines provided in this bulletin as the basis of your study.
- ☐ Use the Alabama Contractor Reference Manual to prepare for the examination.

Register for your examination:

- ☐ Complete the registration form on line, at www.psiexams.com, and submit it to PSI via the Internet or;
- ☐ Completely fill out the PSI Registration Form (see page 2) and mail or fax to PSI or;
- ☐ Call (800) 733-9267 to register.
- ☐ Send online _____ (no wait for scheduling the examination date).
- ☐ Mailed on _____ (allow 2 weeks for processing before scheduling the examination date).
- ☐ Faxed on _____ (allow 4 business days for processing before scheduling the examination date).
- ☐ Phoned on _____ (no wait for scheduling the examination date).

Schedule your examination:

- ☐ Once you have paid, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (800) 733-9267.
- ☐ Scheduled for:
Examination Date: _____
Examination Time: _____
Test Center Location: _____
- ☐ To change scheduled date, call back by _____

Take your examination:

- ☐ Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- ☐ Arrive 30 minutes prior to appointment.

After your examination:

- ☐ Upon passing the examination, your results will be sent to the state.
- ☐ The State will process the remainder of the license application package and notify you upon license approval.





Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

- Signature: _____ Date: _____

Please note that PSI will NOT release social security numbers to 3rd parties.



EXAMINATIONS BY PSI EXAMINATION SERVICES

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a contractor in the State of Alabama.

Alabama State law requires contractors to be licensed and regulated by the Licensing Board for General Contractors. Eligibility for examination is determined by the Board.

The Licensing Board has contracted with PSI Examination Services (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Alabama. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

HOW TO OBTAIN A LICENSE

1. Request a license application form from:

Licensing Board for General Contractors
2525 Fairlane Drive (Executive Park)
Montgomery, Alabama 36116
(334) 272-5030 Ext 226 · Fax: (334) 395-5336
www.genconbd.state.al.us

2. Complete the application and return it to the State.
3. If the State approves your application, PSI will mail you the Candidate Information Bulletin, which contains an examination registration form and instructions for selecting an examination date.

All questions and requests for information about examinations should be directed to PSI.

www.psiexams.com
PSI Examination Services
100 West Broadway, Suite 1100
Glendale, CA 91210
(800) 733-9267 · Fax (818) 247-3853

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

ELIGIBILITY AND FEES

The following fee table lists the applicable fee for the examination. The fee is for each registration, whether you are taking the examination for the first time or repeating.

- All eligibilities are valid for 1 year from the date that the application is received by the state. If you

do not pass the examination within the 1 year period, you must reapply with the state.

- You may take the examination an unlimited number of times during the 1 year period.

EXAMINATION FEE

Examination Fee	\$96
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NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website, select the link associated with the Connecticut examinations, then select Option 2, (for first-time candidates.) Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 8:00 a.m. and 7:00 p.m., Central Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (818) 247-3853. Fax registrations are accepted 24 hours a day.



2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination, (800) 733-9267.

STANDARD MAIL REGISTRATION

For those desiring to make payment for their examination using **cashiers checks** or **money orders**, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

1. Complete the PSI registration Form (see page 2), and appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your social security number on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**

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BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

2. If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.
3. Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination after 8:00 a.m., Central Time, (800) 733-9267.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 9:00 a.m. and 8:00 p.m., Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 4:00pm PT (7:00pm ET). Please be prepared to offer alternate examination appointment choices.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.



SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

Birmingham

100 Centerview Drive, Suite 121
Birmingham, AL 35216

After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at first street onto Centerview Drive. Turn left into the first parking lot.

Huntsville

4900 University Square, Suite 4
Huntsville, AL 35816

From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile

6051 - B Airport Blvd.
Mobile, AL 36660

From I-65 take Airport Blvd West exit. The site is approximately 3 miles on Airport Blvd on the left hand side. Two doors down from the Lazy Boy Furniture Store.

Montgomery

500 Interstate Park Drive
Suite 530

Montgomery, Alabama, 36104

From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's

license, state ID, passport, military ID), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form and your Registration Confirmation Notice.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

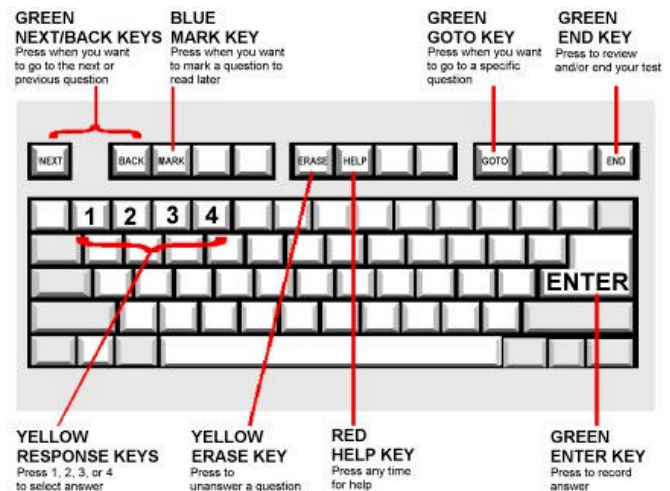
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Alabama State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station,



you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

SAMPLE QUESTION DISPLAY

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar displaying: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, and Time Left(Min): 359. The main content area shows question 3: "What do the stars on the United States of America's flag represent?". Below the question is a prompt "(Choose from the following options)" and four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the interface are two buttons: "<< Back" and "Next >>".

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of questions per examination, a small number of five to ten "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Alabama Licensing Board for General Contractors, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees

will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

In order to pass the examinations, you must achieve a minimum score of 70%.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY.*

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.



- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION CONTENT OUTLINE

GENERAL CONTRACTOR EXAMINATION

(Required of all general contractors)

# of Questions	Minimum Passing Score	Time Allowed
50	70%	2 Hours

CONTENT OUTLINE

Subject Area	# of Items
Licensing	8
Estimating and Bidding	5
Liens	2
Financial	5
Payroll and Taxes	6
Personnel and Labor	5
Project Management	3
Contracts	6
Business Organization	2
Risk Management	4
Safety Recordkeeping and Environmental	4

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Code books**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

1. ALCO NASCLA Business and Project Management For Contractors, AL Edition 2003. (See order form on page 9.)

Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). **THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER.**

LICENSE APPLICATION INSTRUCTIONS

- ❑ Upon passing the examination, your results will be sent to the state.
- ❑ The State will process the remainder of the license application package and notify you upon license approval.

CERTIFICATE OF ACHIEVEMENT

Once a candidate has passed the examination, they may order a personalized Certificate of Achievement. Please fill out the order form on the following, and mail this, along with the appropriate fee to PSI.

PSI Examination Services
100 West Broadway, Suite 1100
Glendale, CA 91210
(800) 733-9267 · Fax (818) 247-3853
www.psiexams.com

Once PSI has received your request, the certificate will be mailed out within 2 weeks. Note: the name on the certificate will exactly match the name used on the registration for the examination. Each certificate will be for one examination only. If you pass more than one examination, you will need to order a separate certification for each. Note: this is not your license.



**CERTIFICATE OF ACHIEVEMENT
Order Form**

ITEM	PRICE	QUANTITY	AMOUNT
<u>CERTIFICATE OF ACHIEVEMENT</u>	\$15.00		
Shipping & Handling	\$ 3.75		
Total	\$18.75	_____	_____

(Please allow up to 2 weeks for delivery)

TOTAL _____

Please send this form along with payment (**Money Order / Cashier's Check / Mastercard / Visa. Personal Checks not accepted**) to:

**PSI EXAMINATION SERVICES
100 WEST BROADWAY, SUITE 1100 * GLENDALE * CA * 91210-1202
Fax (818) 247-3853
ATTN: SHIPPING DEPARTMENT**

*NOTE: You may fax your Order Form if you are paying with MasterCard or VISA.
Fill out the credit card information below:*

☐ MC ☐ VISA Account No. _____ Expiration Date _____

Name on Card (Print) _____

Signature _____

**INDICATE BELOW THE ADDRESS WHERE YOU WOULD LIKE YOUR ORDER SENT TO:
(UPS and FedEx does NOT deliver to PO Box addresses)**

NAME: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER: _____

THIS IS NOT YOUR LICENSE



ALABAMA CONTRACTOR
Order Form for Reference Material

ITEM	PRICE	QUANTITY	AMOUNT
ALCO NASCLA BUSINESS AND PROJECT MANAGEMENT FOR CONTRACTORS, AL EDITION 2003	\$45.00	_____	_____
Shipping and Handling (10%; minimum \$7.50) (Unless you had provided a FedEx Account #, all orders are shipped by UPS Ground - please allow up to 2 weeks for delivery)			_____
TOTAL			=====

Please send this form along with payment (**Money Order / Cashier's Check /Company Check/ Mastercard / Visa. Personal Checks not accepted**) to:

PSI EXAMINATION SERVICES
100 WEST BROADWAY, SUITE 1100 * GLENDALE * CA * 91210-1202
FAX (818) 247-3853
ATTN: SHIPPING DEPARTMENT

*NOTE: You may fax your Order Form if you are paying with MasterCard or VISA.
Fill out the credit card information below:*

☐ MC ☐ VISA Account No. _____ Expiration Date _____

Name on Card (Print) _____

Signature _____

INDICATE BELOW THE ADDRESS WHERE YOU WOULD LIKE YOUR ORDER SENT TO:
(UPS and FedEx does NOT deliver to PO Box addresses)

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

FEDEX ACCOUNT #: _____

To expedite delivery of your ordered materials, you may include a FedEx or UPS Account number, and PSI will send out your materials via FedEx or UPS using the account number you had provided. Please note however, that Shipping and Handling Costs will still apply.



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FIRST CLASS MAIL